Navy Personnel Systems

How to Review Your OMPF and ESR

(step-by-step guide)

This brief is current as of 2 NOV 2015.

Before we get started…

- **Some of you already know how to use Navy personnel systems online. For you, this training will provide a review and update.**
- **For those of you who are unfamiliar with online personnel systems, this training will introduce you to the steps required to view and verify your online personnel records.**
- **For command leaders, this training will familiarize you with training materials that can be used in future command indoctrination and training events.**

Introduction

- **Navy personnel records document your Navy career.**
- **It is VERY IMPORTANT that you routinely and periodically verify that the information displayed in your personnel records is ACCURATE and COMPLETE.**
- **Use information provided in the following slides to view and verify the personnel information displayed in your Official Military Personnel File (OMPF) and your Electronic Service Record (ESR).**

_TIP_____

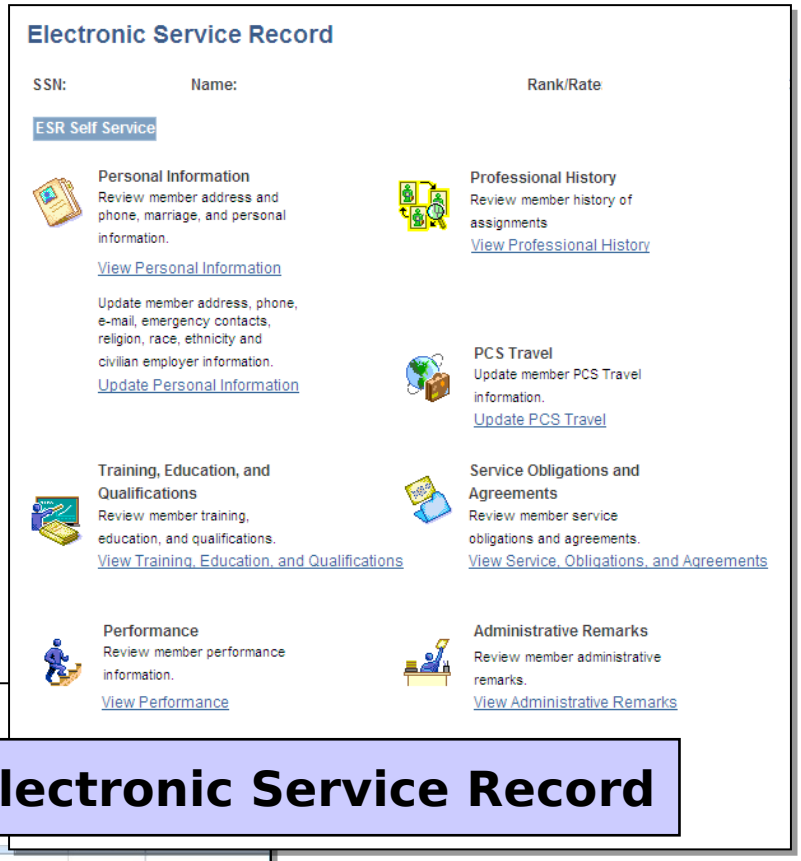
OMPF documents are used during Selection Board Review.

The ESR is NOT used by Selection

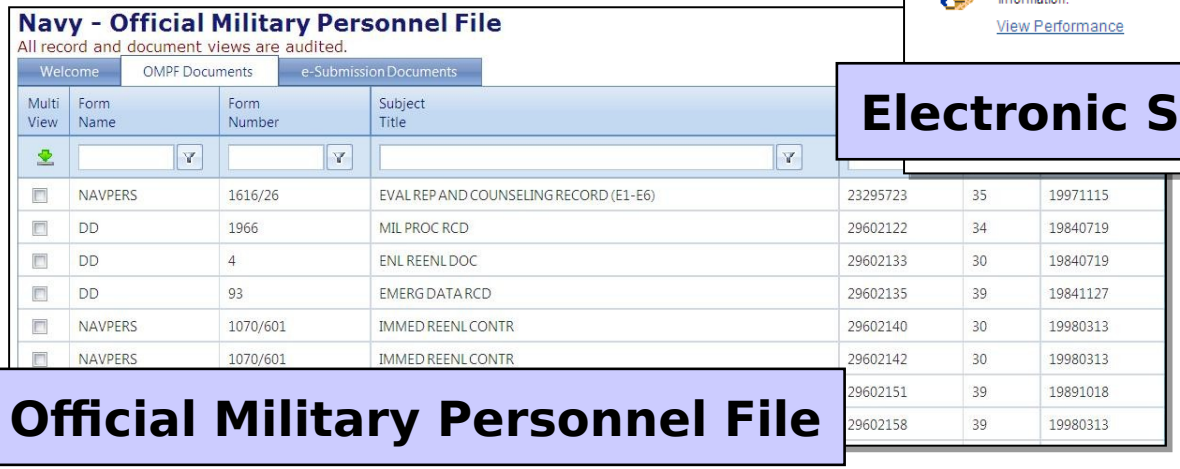
Two important personnel records

Today, your service record information is maintained in two primary systems:

1. **Official Military Personnel File (OMPF)**
2. **Electronic Service Record (ESR)**



Electronic Service Record


Navy - Official Military Personnel File
All record and document views are audited.
Welcome
OMPF Documents
e-Submission Documents
Multi View
Form Name
Form Number
Subject Title
NAVPERS 1616/26 EVAL REP AND COUNSELING RECORD (E1-E6) 23295723 35 19971115
DD 1966 MIL PROC RCD 29602122 34 19840719
DD 4 ENL REENL DOC 29602133 30 19840719
DD 93 EMERG DATA RCD 29602135 39 19841127
NAVPERS 1070/601 IMMED REENL CONTR 29602140 30 19980313
NAVPERS 1070/601 IMMED REENL CONTR 29602142 30 19980313
29602151 39 19891018
29602158 39 19980313

Official Military Personnel File

Official Military Personnel File (OMPF)

- **OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation.**
- **Every Navy officer and enlisted member has an OMPF, which is accessed via BUPERS Online (BOL).**
- **BOL is located at https://www.bol.navy.mil.**
- **OMPF documents your Navy career:**
  - Performance
  - Professional History
  - Personal Information
  - Training, Education and Qualifications
  - Privileged and Adverse Information
  - Separation and Retirement

_TIP_____

OMPF documents are the primary images viewed by Selection Boards.

Frequency of Enlisted Record Update

- **Some OMPF documents are generated from data stored in your Electronic Service Record (ESR).**
- **Personnel documents should be submitted to OMPF at the time they are generated.**
  - EXCEPTION TO THE RULE: Awards, Training and Qualifications, and History of Assignments data is printed from your ESR and submitted to OMPF only when you reenlist or when you separate from service.
  - IMPORTANT: If you are going before a Selection Board and there are significant transactions in your ESR that are not in your OMPF, submit printed copies of ESR pages (NAVPERS forms) with your package to the Board.

ESR data printed and submitted to OMPF

- **Dependency Data (submitted to OMPF as form NAVPERS 1070/602)**
- **Member Data Summary (submitted to OMPF as form NAVPERS 1070/886)**
- **Training Summary (submitted to OMPF as form NAVPERS 1070/881)**

_TIP_____

Routinely verify your OMPF is accurate and complete. See your Personnel Office, CPC or PSD when items are missing or

Selection Boards review OMPF documents

Enlisted
Administrative Remarks
Adverse Information
Assignment and Classification
Awards, Decorations, and Medals
Education and Training
Enlisted Performance Data
Enlistment / Reenlistment Data
Miscellaneous Professional Service History
Separation and Retirement

Officer
Awards, Decorations, and Medals
Educational Data / Transcripts
Fitness Reports
Letters of Appointments and Promotions
Miscellaneous Professional History
Photograph (most recent)
Privileged Information, Adverse Material, Family Advocacy Program, Medical Boards, Physical Evaluation Boards, etc.
Qualifications
Reserve Status
Service Determination, Separation, and Retirement

Types of Selection Boards

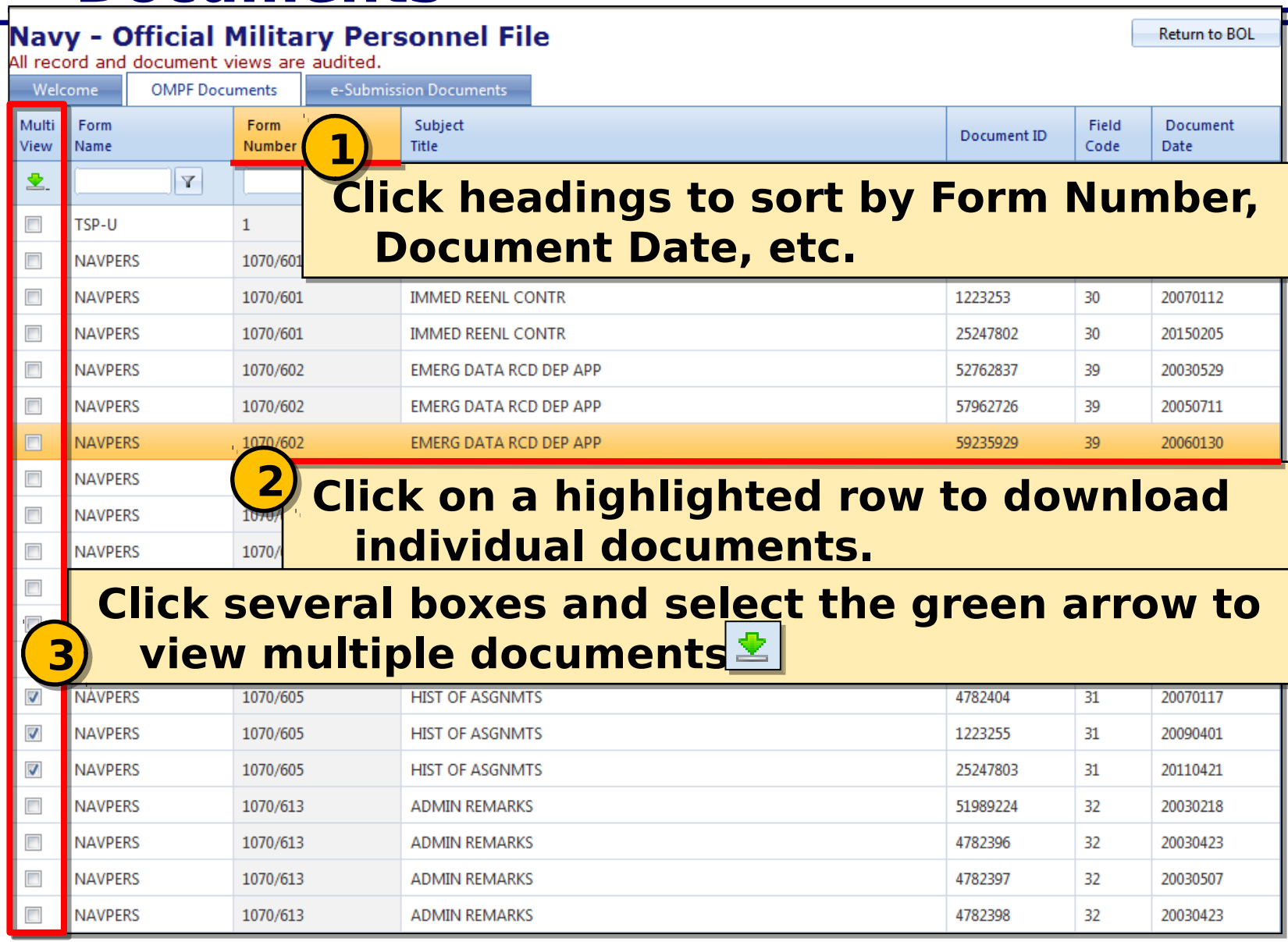
Retention, Advancement, Continuation (Officer and Enlisted), Special Programs, Special Promotions, Screening.

Action: Access your OMPF

- **You have automatic access to your OMPF.**
- **Log in to BOL at https://www.bol.navy.mil**
- **Select Official Military Personnel File (OMPF) – My Record.**

BOL Application Menu
[ARPR/ASOSH Online
[CCA/FITREP/Eval Reports
[CO/XO/CMC Advancement/Selection Board Verification
[Configuration Management
[FTS Redesignation
[Individual Medical Readiness (IMR) Status
[Military Locator System
[Naval Register
[NavPers Legacy & PERSTEMPO
[Navy-Marine Corps Mobilization Processing System (NMCMPS) - View IA/ADSW orders
[ODC, OSR, PSR
[Official Military Personnel File (OMPF) - Admin Access
[Official Military Personnel File (OMPF) - Command View
[Official Military Personnel File (OMPF) - My Record
[PRIMS
[Request Record on CD
[Selection Board Member/Recorder Training

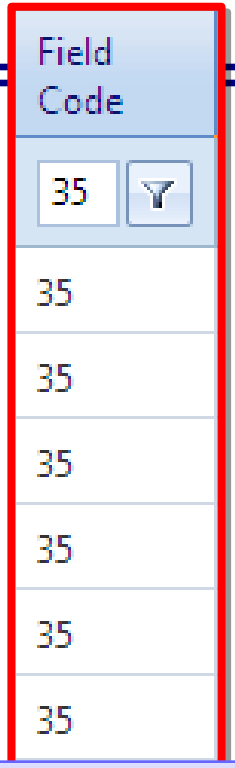
Action: Navigate and View OMPF Documents



Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
	TSP-U	1				
	NAVPERS	1070/601				
	NAVPERS	1070/601	IMMED REENL CONTR	1223253	30	20070112
	NAVPERS	1070/601	IMMED REENL CONTR	25247802	30	20150205
	NAVPERS	1070/602	EMERG DATA RCD DEP APP	52762837	39	20030529
	NAVPERS	1070/602	EMERG DATA RCD DEP APP	57962726	39	20050711
	NAVPERS	1070/602	EMERG DATA RCD DEP APP	59235929	39	20060130
	NAVPERS					
	NAVPERS					
	NAVPERS	1070/				
☑	NAVPERS	1070/605	HIST OF ASGNMTS	4782404	31	20070117
☑	NAVPERS	1070/605	HIST OF ASGNMTS	1223255	31	20090401
☑	NAVPERS	1070/605	HIST OF ASGNMTS	25247803	31	20110421
	NAVPERS	1070/613	ADMIN REMARKS	51989224	32	20030218
	NAVPERS	1070/613	ADMIN REMARKS	4782396	32	20030423
	NAVPERS	1070/613	ADMIN REMARKS	4782397	32	20030507
	NAVPERS	1070/613	ADMIN REMARKS	4782398	32	20030423

Action: Sort by OMPF "Field Code"

- **OMPF documents are assigned a "Field Code" based on the type of information in the document.**
- **Documents in Field Codes 30 through 38 are provided to enlisted Selection Boards for review.**
  - See BUPERSINST 1430.14F, BUPERSINST 1070.27B, and MILPERSMAN 1070-080
- **To verify ALL OMPF documents are available to the Selection Board, sort by F desired.**
  - If documents are duplicated, illegible or missing, or if you discover another



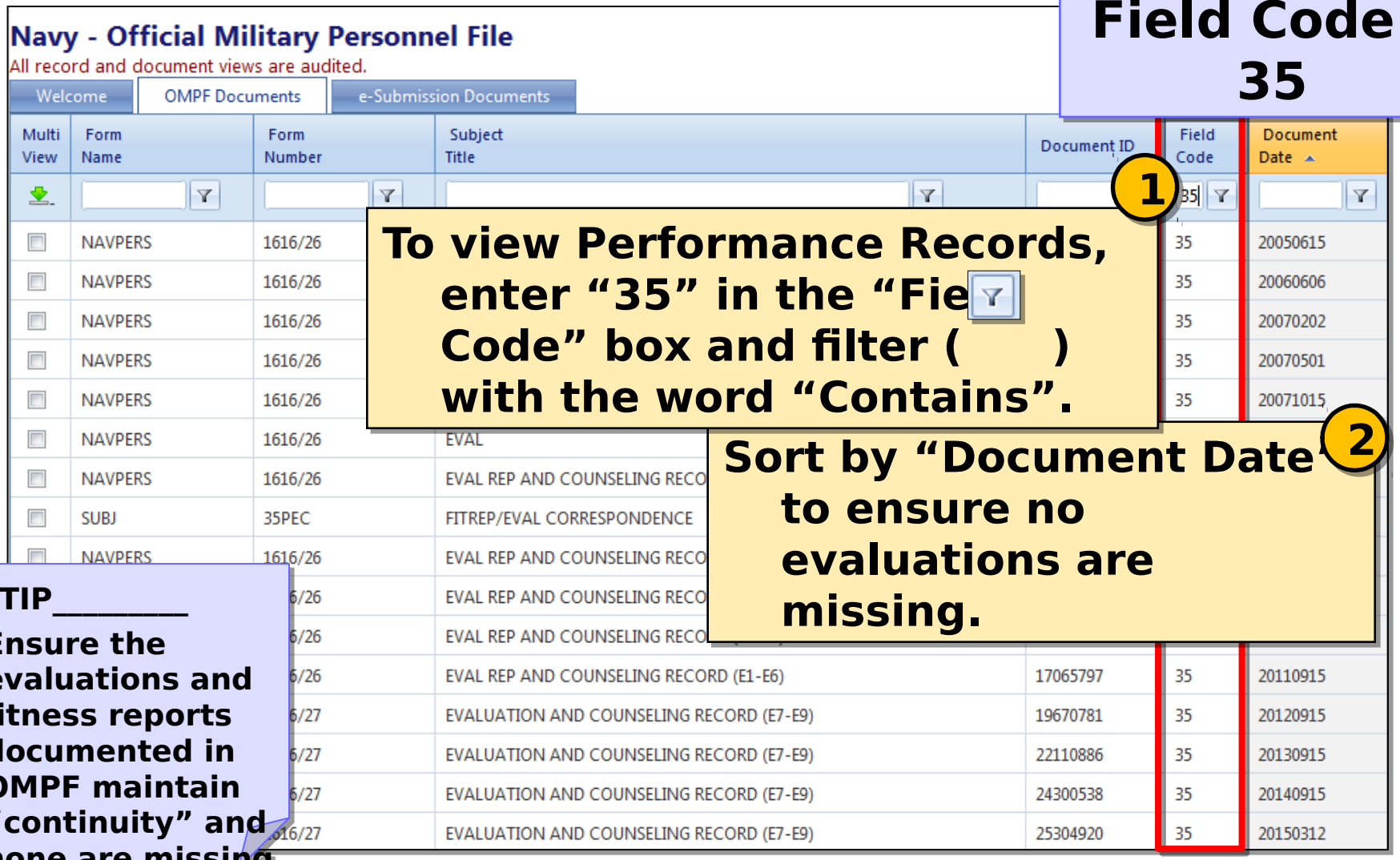
Field Codes provided for Enlisted Selection Board Review

30 Procurement, Enlistment/Reenlistment
31 Classification and Assignment
32 Administrative Remarks
33 Separation and Retirement
34 Professional Service History

For more information, go to the NPC website at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.
Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction

Action: Verify Performance Records

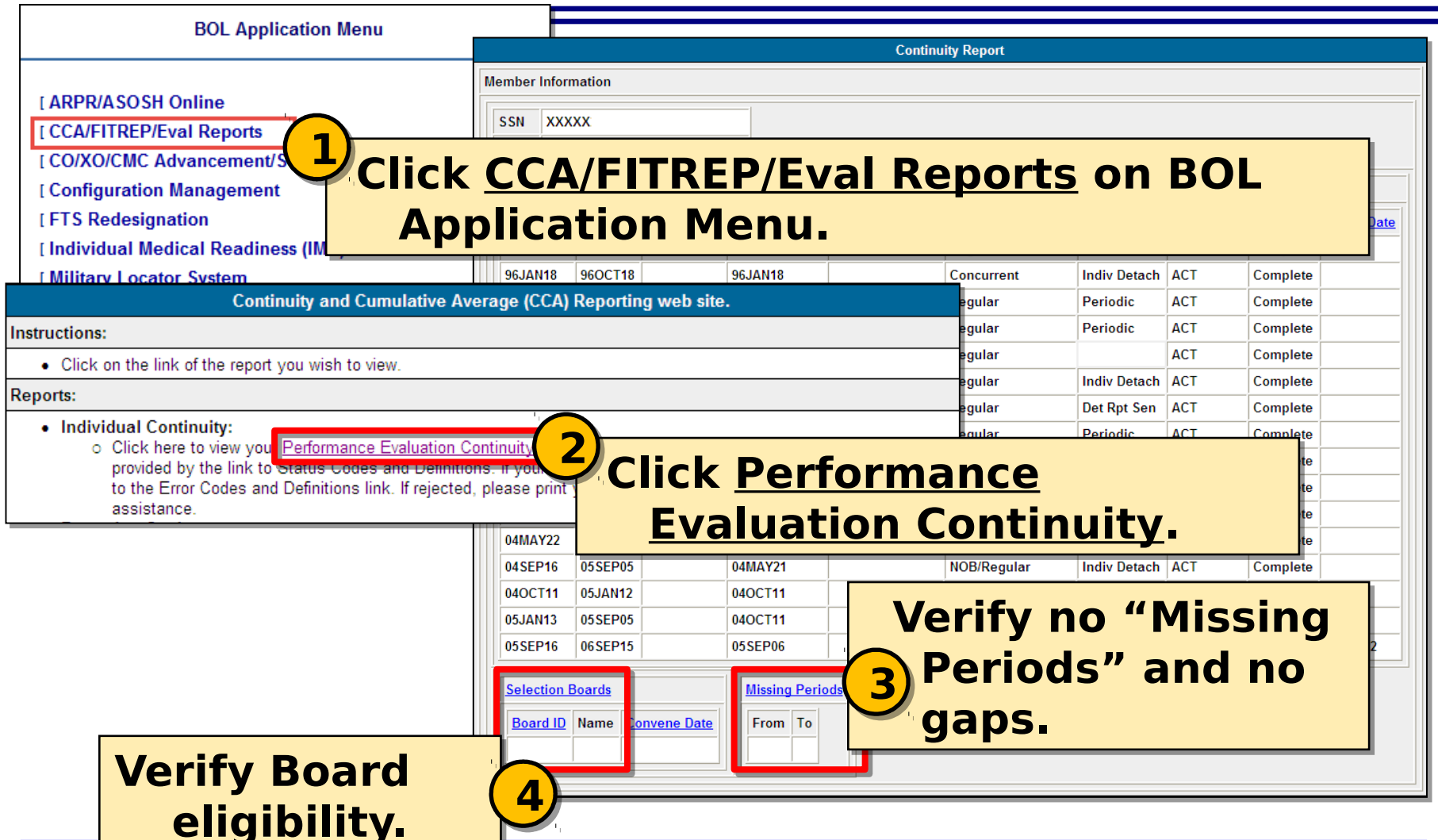
Field Code 35


Navy - Official Military Personnel File
All record and document views are audited.
Welcome
OMPF Documents
e-Submission Documents
Multi View
Form Name
Form Number
Subject Title
Document ID
Field Code
Document Date
35
1
To view Performance Records, enter "35" in the "Field Code" box and filter ( ) with the word "Contains".
2
Sort by "Document Date" to ensure no evaluations are missing.
NAVPERS 1616/26 20050615
NAVPERS 1616/26 20060606
NAVPERS 1616/26 20070202
NAVPERS 1616/26 20070501
NAVPERS 1616/26 20071015
NAVPERS 1616/26 EVAL
NAVPERS 1616/26 EVAL REP AND COUNSELING RECO
SUBJ 35PEC FITREP/EVAL CORRESPONDENCE
NAVPERS 1616/26 EVAL REP AND COUNSELING RECO
EVAL REP AND COUNSELING RECO
EVAL REP AND COUNSELING RECO
EVAL REP AND COUNSELING RECORD (E1-E6) 17065797 35 20110915
EVALUATION AND COUNSELING RECORD (E7-E9) 19670781 35 20120915
EVALUATION AND COUNSELING RECORD (E7-E9) 22110886 35 20130915
EVALUATION AND COUNSELING RECORD (E7-E9) 24300538 35 20140915
EVALUATION AND COUNSELING RECORD (E7-E9) 25304920 35 20150312

_TIP_____

Ensure the evaluations and fitness reports documented in OMPF maintain "continuity" and none are missing (see next page).

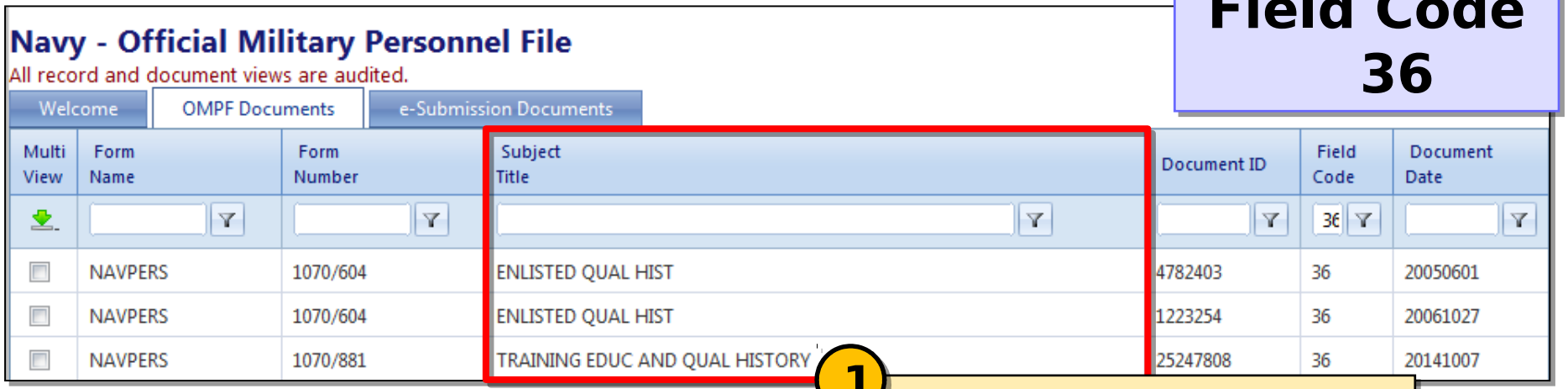
Action: Verify Evaluation Continuity



IMPORTANT: Board ID field is normally populated 30 days prior to enlisted Selection Board and 60 days prior to officer Selection Board convening dates. If blank within this time period, you are not being considered. Follow procedures in the cycle NAVADMIN to ensure your eligibility is validated prior to Board

Action: Verify Training, Education, Quals

Field Code 36



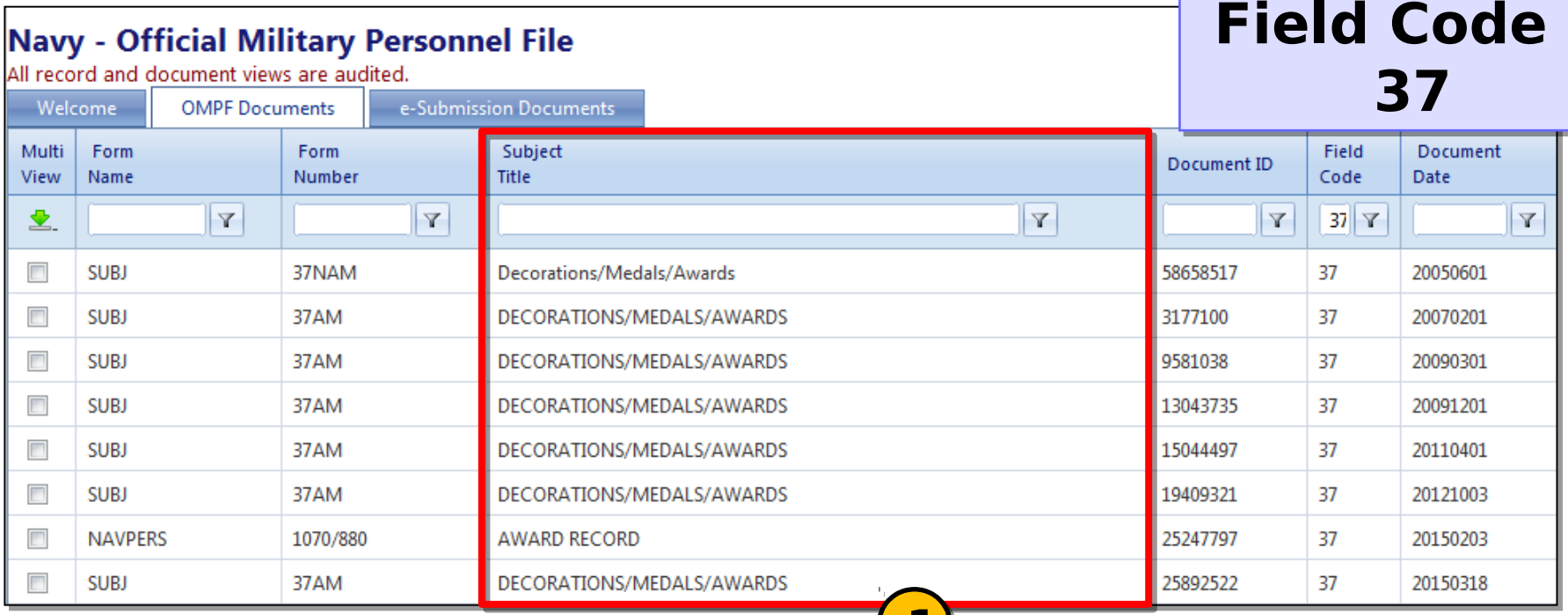
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
					36	
	NAVPERS	1070/604	ENLISTED QUAL HIST	4782403	36	20050601
	NAVPERS	1070/604	ENLISTED QUAL HIST	1223254	36	20061027
	NAVPERS	1070/881	TRAINING EDUC AND QUAL HISTORY	25247808	36	20141007

1. **Review Qualification History.**
2. **Download individual documents to verify all training/quals are documented in OMPF.**

IMPORTANT: Warfare Qualifications awarded since 2006 are entered into your ESR and listed on the ESR Member Data Summary page. When printed, the Member Data Summary page becomes NAVPERS 1070/886. You may need to print and submit a copy of your Member Data Summary (NAVPERS 1070/886) with your letter to the Selection Board.

Action: Verify Personal Awards

Field Code 37



Navy - Official Military Personnel File

All record and document views are audited.

Welcome | OMPF Documents | e-Submission Documents

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
					37	
	SUBJ	37NAM	Decorations/Medals/Awards	58658517	37	20050601
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	3177100	37	20070201
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	9581038	37	20090301
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	13043735	37	20091201
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	15044497	37	20110401
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	19409321	37	20121003
	NAVPERS	1070/880	AWARD RECORD	25247797	37	20150203
	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	25892522	37	20150318

1

Verify all Personal Awards are listed.

_TIP_____

Ensure personal awards documented in OMPF match those reflected on the U.S. Navy Awards website (see next page).

Periodically, your ESR Honors and Awards page is printed as form NAVPERS 1070/880 (which, along with NAVPERS 1070/881, replaces the old Page 4) and submitted to your OMPF.

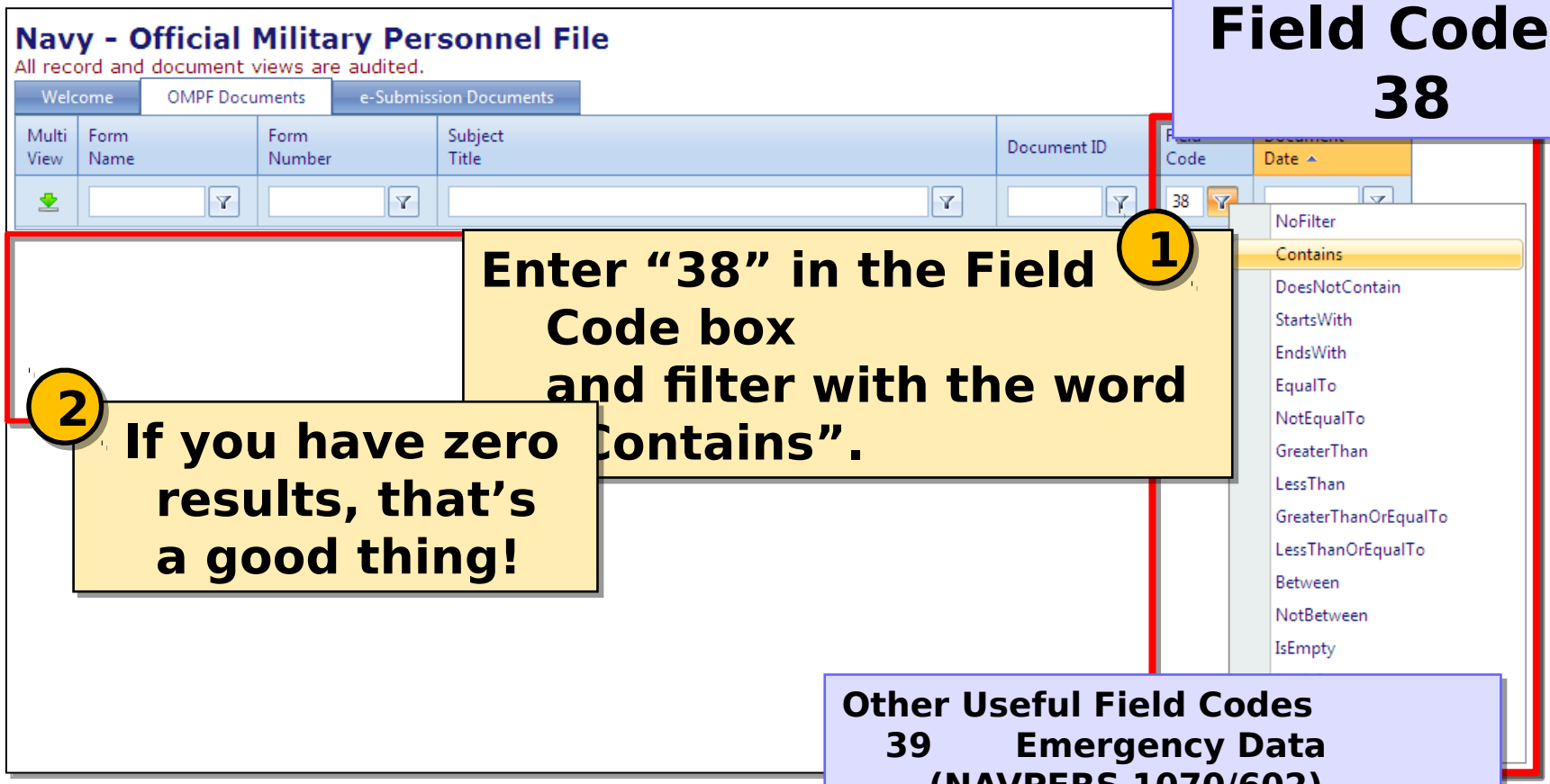
U.S. Navy Awards

U.S. Navy Awards
SEARCH THIS SITE
Wednesday April 17, 2013
HOME
PERSONAL AWARDS
UNIT AWARDS
VETERANS
APPROVAL AUTHORITIES
1
Click PERSONAL AWARDS
WELCOME
NAVY PERSONAL AWARDS
PERSONAL AWARDS
Welcome to the Personal A
searches, research recent
personal award
Items of interest and the other reference material are updated
Run Personal Awards Query to view and verify Awards.
2
PERSONAL AWARDS HISTORY
Personal Awards Query
Click to launch the Personal Awards History Query
ITEMS OF INTEREST
U.N. Medal
List of U.N. Medals authorized for acceptance and wear by eligibile U.S. Service members
Refer to SECNAVINST 1650.1H for eligibility requirements.
INDIVIDUAL AUGMENTEE SAILORS
Answers to questions concerning Sailors serving as IAs in support of GWOT.
Establishment of Campaign Stars for the ACM and ICM
NAVADMIN 141/08 – Campaign Stars for the Afgh
Paragraph 2 of the NAVADMIN details the Campai
View Personal Awards FAQs and Updating Personal Awards.
3
ICM/ACM Trade-in Policy
Personnel/Admin offices having service members
member sign the below Page 13 entry: (Substitute Afghanistan Campaign Medal for Iraq Campaign Medal, as appropriate)
"I understand that I was assigned within the Area of Eligibility for the Iraq Campaign Medal (ICM) during the period (start day month year to end day month year) for which I was authorized the Global War on Terrorism Expeditionary Medal (GWOTEM). I further understand that per NAVADMIN 085/05, I may elect to either wear the GWOTEM or the ICM. I elect to wear the ICM. I understand that once the ICM is accepted, I cannot change this option and I am no longer eligible for and must remove the GWOTEM, unless earned in a subsequent qualifying period.
The Commanda
states that per
(IED) meet the
CAR is containe
Chase Options
ssifications
CTIONS
DEF Authorization)
Corps Awards Manual (SECNAVINST 1650.1H)
Navy Directives
Manual of Military Decorations and Awards, DoD 1348.33-M
Manual of Military Decorations and Awards, DoD 1348.33-M (VOLUME 1)
Manual of Military Decorations and Awards, DoD 1348.33-M (VOLUME 2)
Manual of Military Decorations and Awards, DoD 1348.33-M (VOLUME 3)
REFERENCES
Award Abbreviation Codes
Contact Awards Office
Policy on Wear of Foreign Personal Awards
Ribbon Checker
Board for Corrections of Naval Records
Personal Awards FAQs
Awards Precedence and Details
Updating Personal Awards
Freedom of Information Act (FOIA) Online
Document Library
SITE NOTICES

U.S. Navy Awards is located on the Internet at https://awards.navy.mil.

Use information provided in the REFERENCES box to submit updates

Action: Verify Field Code 38 (Adverse Info)



Field Code 38

1. **Enter "38" in the Field Code box and filter with the word "Contains".**

2. **If you have zero results, that's a good thing!**

IMPORTANT: Take immediate action to remove Adverse Information filed in your record by mistake!

Other Useful Field Codes

39 Emergency Data (NAVPERS 1070/602)

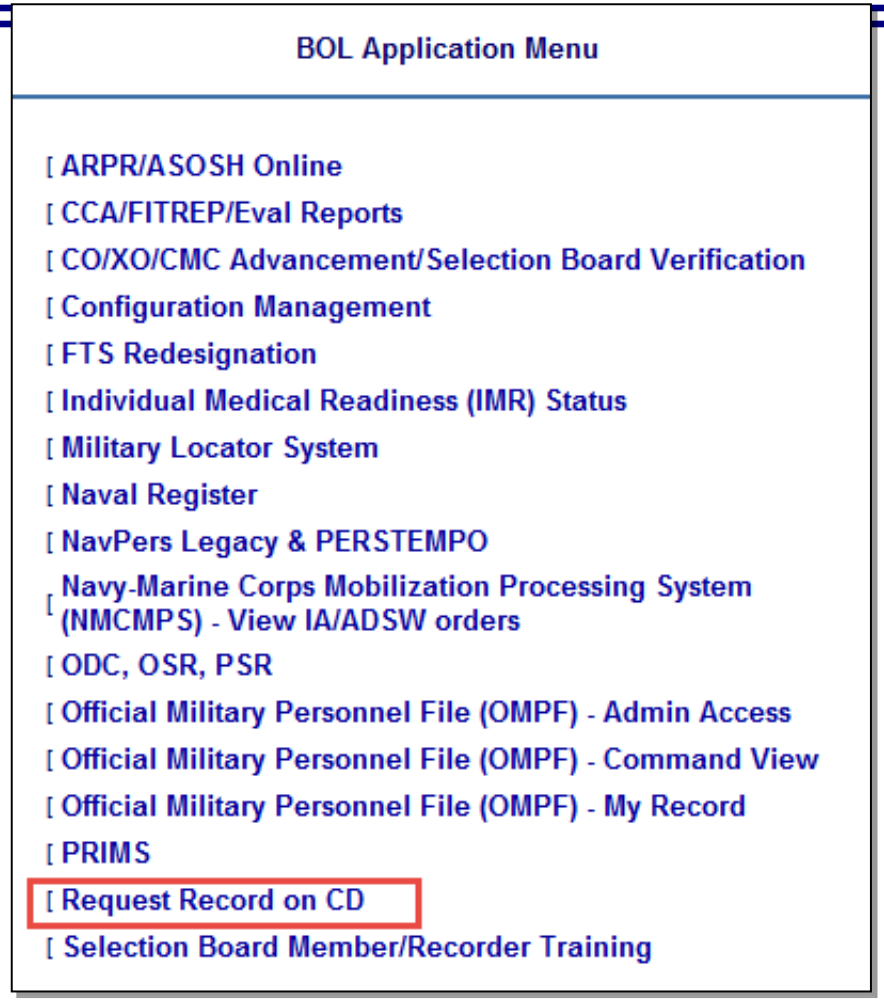
41 Security Clearances and Investigations

See MILPERSMAN 1070-080 for more information

NOTE: Sometimes an adverse Page 13 will be filed in Field

Action: Review OMPF Routinely

- **Periodically, verify your official record is accurate and complete:**
  - Verify 6 months prior to Selection Board review.
  - Every year, order a CD copy of your OMPF and place it in a safe and secure place (order through BUPERS Online).
- **Work with your Personnel Office, CPC or servicing PSD to update your record, as necessary.**


BOL Application Menu
[ARPR/ASOSH Online
[CCA/FITREP/Eval Reports
[CO/XO/CMC Advancement/Selection Board Verification
[Configuration Management
[FTS Redesignation
[Individual Medical Readiness (IMR) Status
[Military Locator System
[Naval Register
[NavPers Legacy & PERSTEMPO
[Navy-Marine Corps Mobilization Processing System (NMCMPS) - View IA/ADSW orders
[ODC, OSR, PSR
[Official Military Personnel File (OMPF) - Admin Access
[Official Military Personnel File (OMPF) - Command View
[Official Military Personnel File (OMPF) - My Record
[PRIMS
[Request Record on CD
[Selection Board Member/Recorder Training

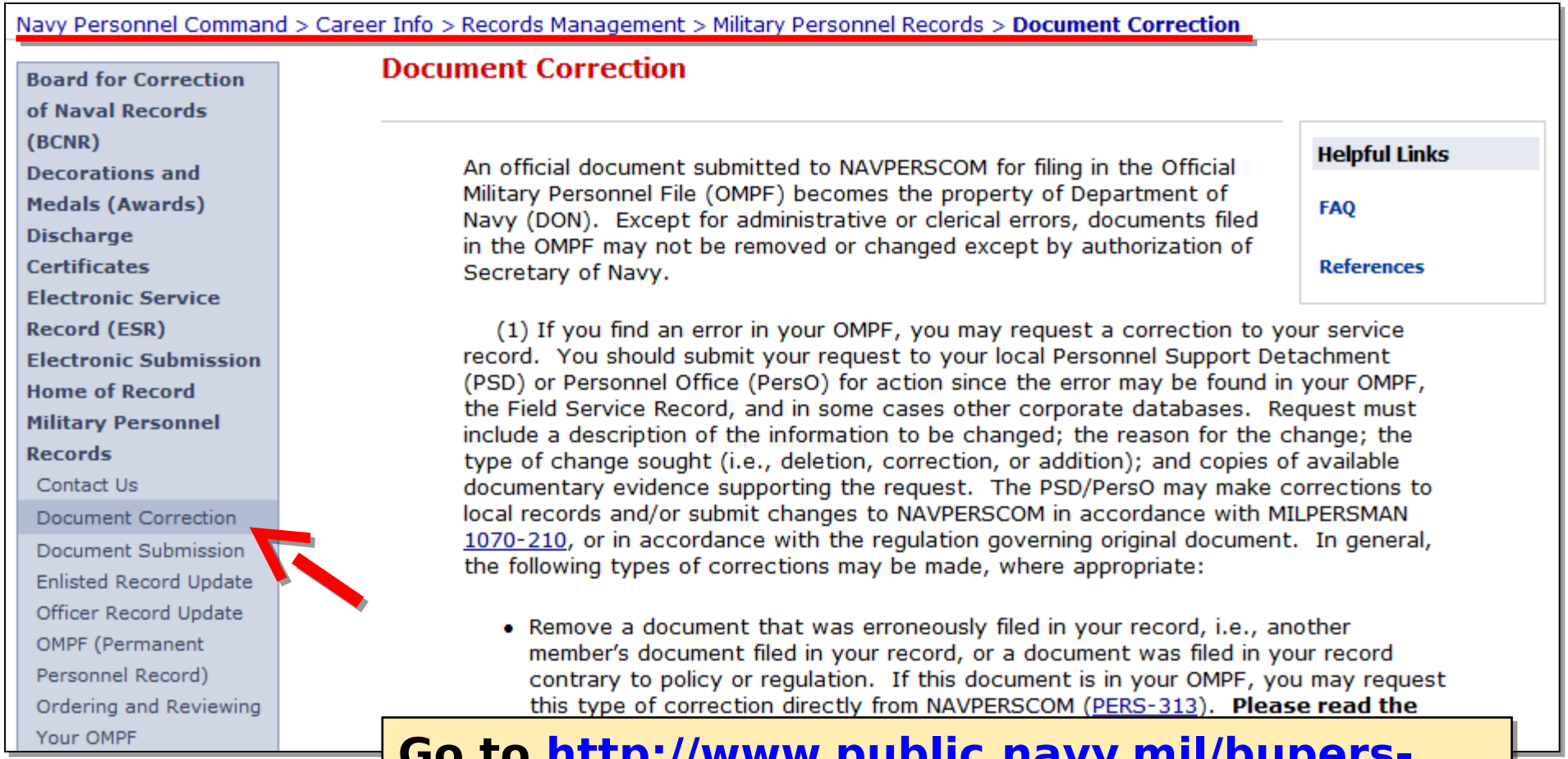
Action: Update or correct your OMPF

- **Your OMPF reflects documents that have been received, reviewed, and accepted as an official document.**
  - If you discover a duplicate document or a document that belongs to someone else, you may contact NPC directly to have the error corrected.
- **For information helping you correct your OMPF, go to the NPC website and follow this path:**
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction.
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Submission.

IMPORTANT

- **Actions taken to update OMPF will not automatically update other personnel systems, such as Navy Awards or ESR.**
- **You may be required to update each personnel system**

NPC website provides supporting resources


Navy Personnel Command > Career Info > Records Management > Military Personnel Records > Document Correction
Board for Correction of Naval Records (BCNR)
Decorations and Medals (Awards)
Discharge Certificates
Electronic Service Record (ESR)
Electronic Submission
Home of Record
Military Personnel Records
Contact Us
Document Correction
Document Submission
Enlisted Record Update
Officer Record Update
OMPF (Permanent Personnel Record)
Ordering and Reviewing Your OMPF
Document Correction
An official document submitted to NAVPERSCOM for filing in the Official Military Personnel File (OMPF) becomes the property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in the OMPF may not be removed or changed except by authorization of Secretary of Navy.
Helpful Links
FAQ
References
(1) If you find an error in your OMPF, you may request a correction to your service record. You should submit your request to your local Personnel Support Detachment (PSD) or Personnel Office (PersO) for action since the error may be found in your OMPF, the Field Service Record, and in some cases other corporate databases. Request must include a description of the information to be changed; the reason for the change; the type of change sought (i.e., deletion, correction, or addition); and copies of available documentary evidence supporting the request. The PSD/PersO may make corrections to local records and/or submit changes to NAVPERSCOM in accordance with MILPERSMAN 1070-210, or in accordance with the regulation governing original document. In general, the following types of corrections may be made, where appropriate:
• Remove a document that was erroneously filed in your record, i.e., another member's document filed in your record, or a document was filed in your record contrary to policy or regulation. If this document is in your OMPF, you may request this type of correction directly from NAVPERSCOM (PERS-313). Please read the

1 **Go to http://www.public.navy.mil/bupers-npc/Pages/default.aspx to find resources helping you view and manage the career information displayed in your Navy Personnel Records**

Electronic Service Record (ESR)

- **ESR contains <u>electronic data</u> representing some, but not all, of the information previously held in the paper Field Service Record.**
  - ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS).
  - NSIPS contains pay and personnel information entered by your command and/or servicing PSD.
- **Periodically, usually at specific career milestones such as reenlistment, separation or retirement, ESR information is printed, signed and electronically submitted to your OMPF.**

Action: Establish your ESR account

- **All Sailors – Officer and Enlisted – must establish a "Self-Service" ESR account.**
- **Ashore versus Afloat**
  - All Sailors establish their ESR account ashore: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp
  - Afloat Sailors should establish a second ESR Afloat account for use underway.
- **If you need assistance, contact the NSIPS Help Desk.**
  - (877) 589-5991
  - NSIPSHelpdesk.fcm@navy.mil

IMPORTANT

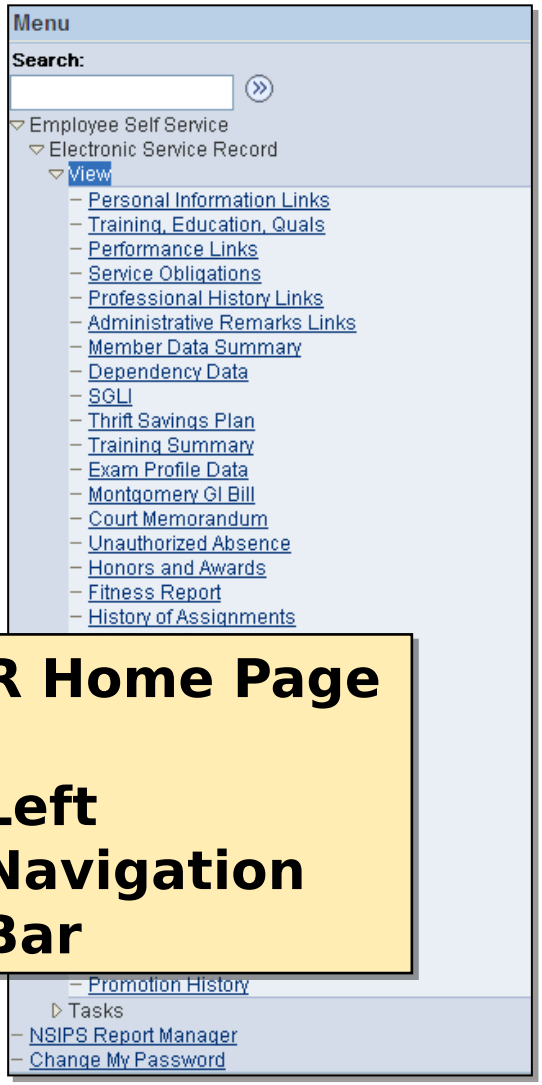
When communicating with support personnel (including CPC, PSD or Help) take special care to safeguard sensitive personal information by ENCRYPTING your email!

_TIP_____

Find QuickStarts and other user aids on the NPC website. From the homepage, click Career Toolbox (on left-hand side of

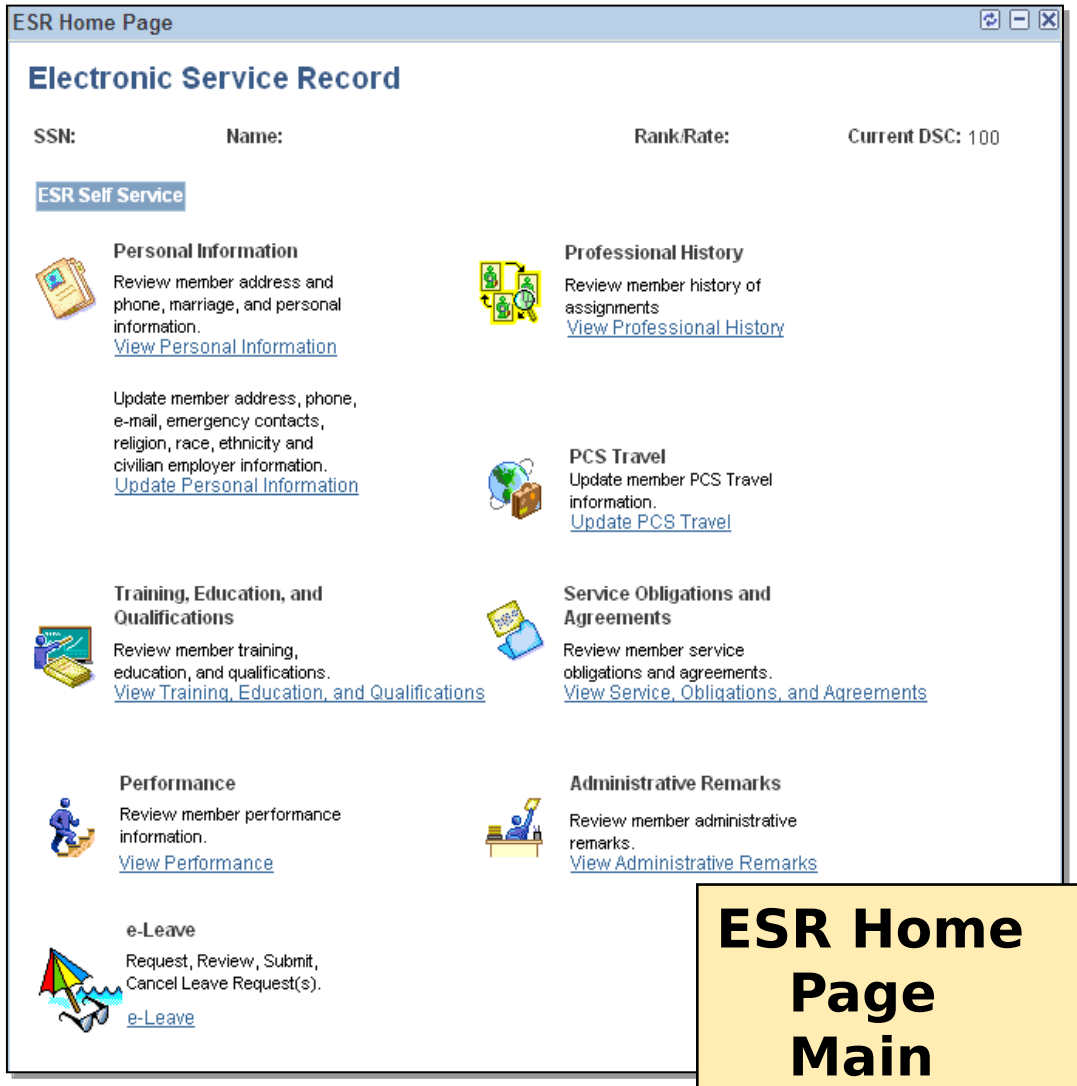
View ESR data, beginning on the Home Page

- **Navigate the ESR Home Page using links provided.**



ESR Home Page

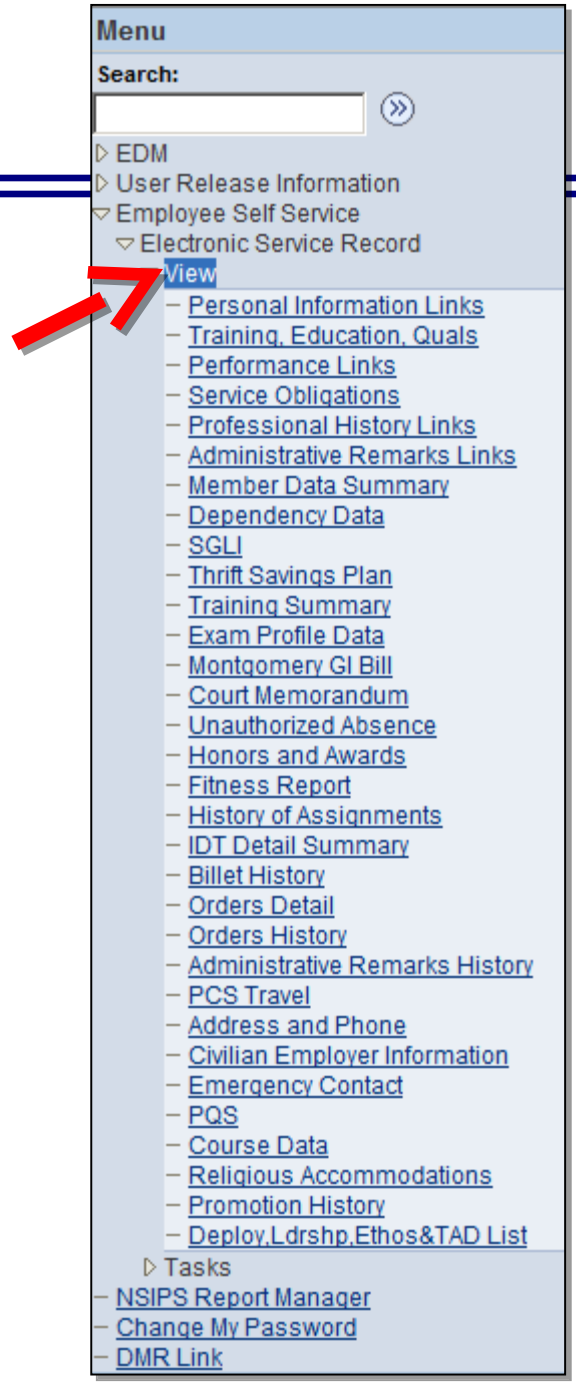
Left Navigation Bar



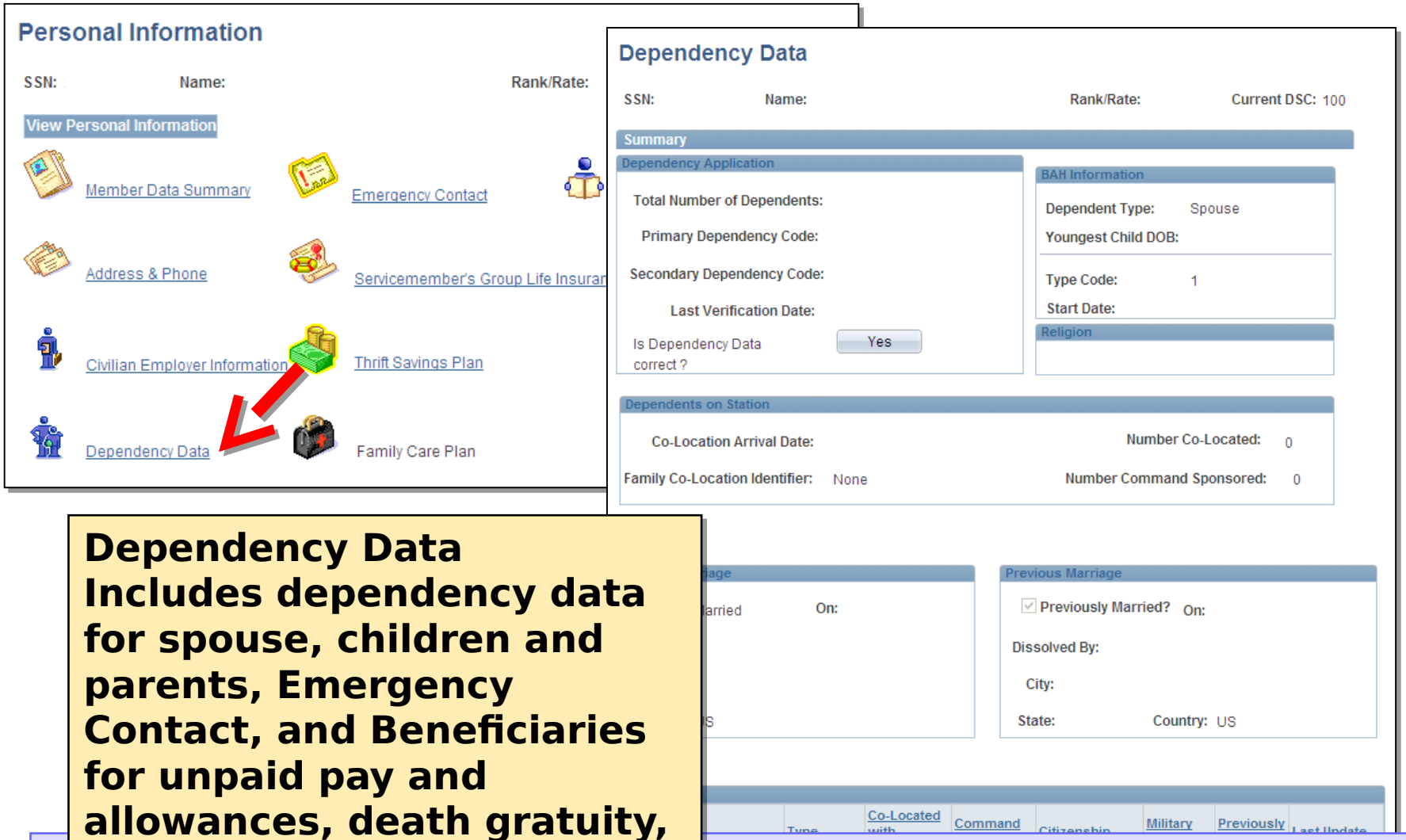
ESR Home Page Main

Action: View ESR data

- **Links provided under ▼ View are read-only, which means that you cannot enter or change information displayed.**
- **View functionality allows you to verify information submitted to the Navy Standard Integrated Personnel System (NSIPS).**
- **If you discover errors, contact your Personnel Office, CPC or servicing PSD.**



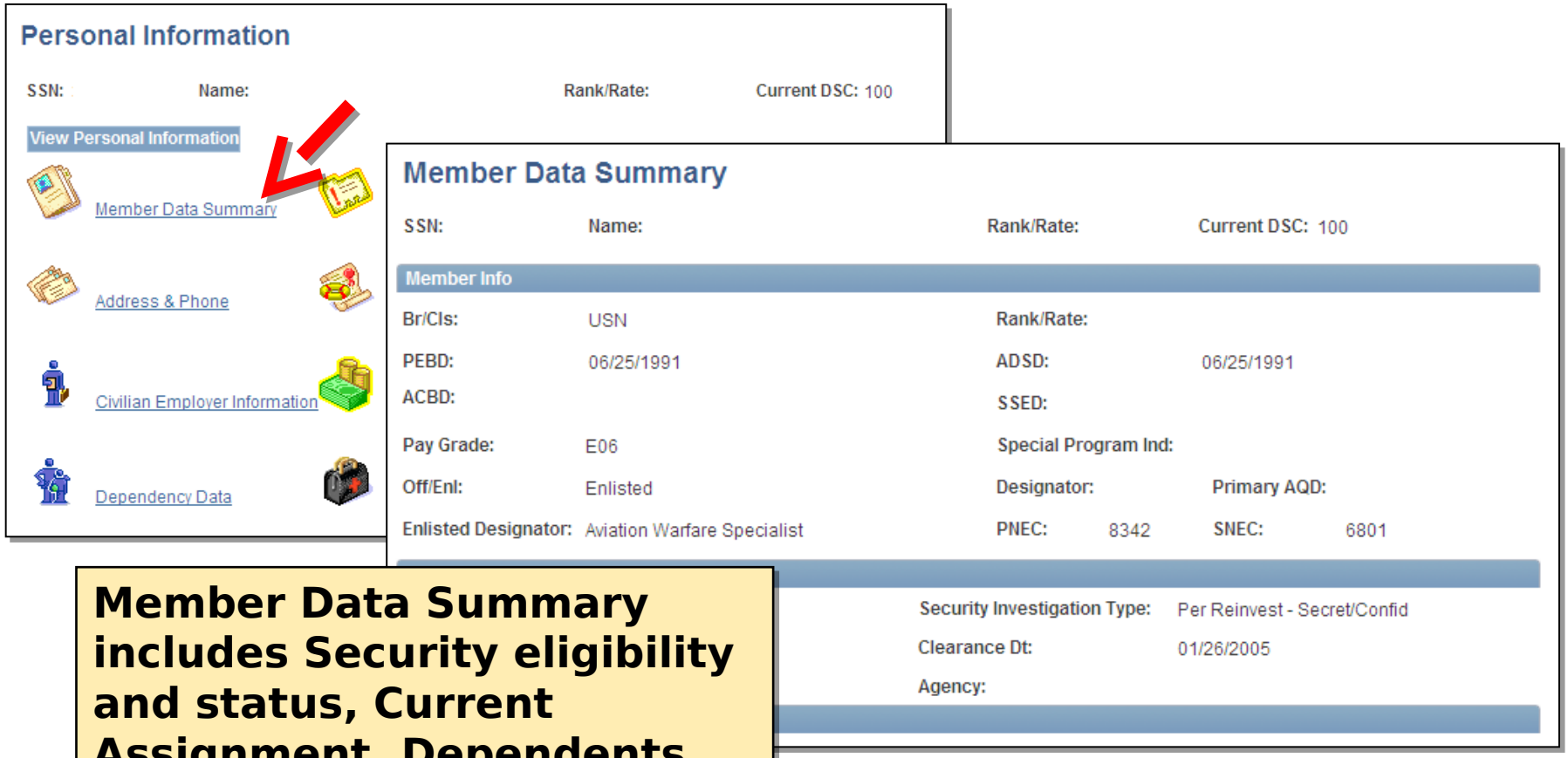
Action: Verify “Dependency Data”



Dependency Data Includes dependency data for spouse, children and parents, Emergency Contact, and Beneficiaries for unpaid pay and allowances, death gratuity, etc.

W is printed as form NAVPERS 1070/602 (Dependency Application/Record of Emergency Data, or “Page 2”) and submitted to OMPF. (Print your own copy, using button at bottom of page.)

Action: Verify “Member Data Summary”



Member Data Summary includes Security eligibility and status, Current Assignment, Dependents Information, Education (AFQT scores), NEC History, Warfare Qualification History, Promotion History, etc.

er Data Summary is printed as form submitted to OMPF. (Print your own copy, on at bottom of page.)

Action: Verify "Training Summary"

Training Summary includes Civilian education, Navy training, Navy eLearning courses, Certifications, PQS, etc.

NOTE: for Warfare Quals, revi
Sum

Navy Service School/Military Training Courses — Customize | Find | View All | First 1-5 of 24 Last

Course Title	School Name	Course	Length	Completion Date	Grade	NEC Earned	Verify Date
AIRMAN APPRENTICE TRAINING	X-777-7771	1	Days	09/24/1991	P		9/20/2006
AL GUIDED MISSLE	C-122-3111	18	Days	06/05/2006	P		9/19/2006
ALW ORD SUP	C-646-4108	18	Days	05/17/2006	P		9/19/2006
AVIATION ORDNANCEMAN CLASS A1	C-646-2010	1	Days	09/17/1993	P		9/19/2006
BIT	A-012-0077	19	Days	03/03/2003	P		9/19/2006

Other Training Courses/Instructions Completed — Customize | Find | View All | First 1-5 of 51 Last

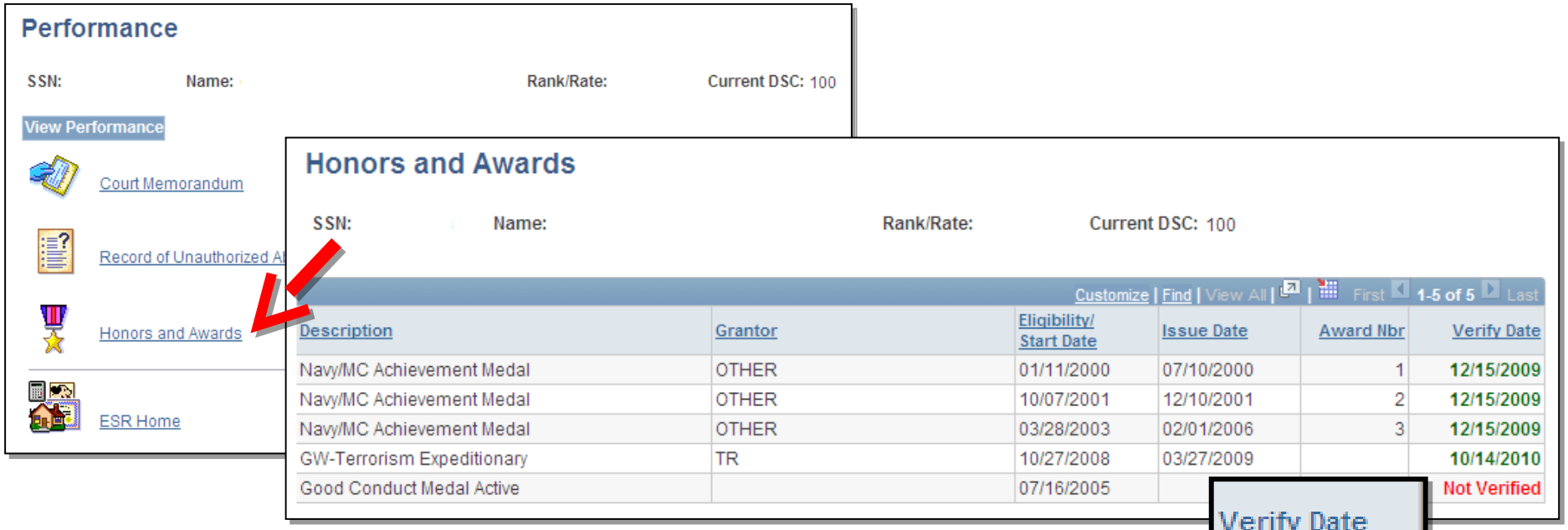
Type of Course and/or Instruction	Location	Course	Length	Completion Date	Verify Date
ALCOHOL MISUSE ENABLING	CPPD-GMT09-023	1	Days	09/30/2009	10/21/2009
ATFP LVL1 AWR TRNG SMBRS CONUS	CANSF-ATFP-CONUS-1.0	1	Days	09/23/2007	9/27/2007
ATFP LVLI AWR TRG SVCMBRS OCN	CANSF-ATFP-OCONUS-1.0	1	Days	09/24/2007	10/4/2007
BASIC A/C HYDRAULIC POWER SYS	NPDC-CWI-1	1	Days	09/23/2007	9/27/2007
BASIC SCI SYSTEMS USER COURSE	ONI-SSONAVY	1	Days	08/15/2005	12/11/2006

Personnel Qualification Standards (PQS) — Customize | Find | View All | First 1-10 of 10 Last

Station #	Course Descr	Date Completed	Verify Date
43108-F 303	CARGO/WEAPONS ELEVATOR EVOLUTION SUPERVISOR	05/22/2009	6/23/2010
43119-J 301	BASIC DAMAGE CONTROL (DC) COMMUNICATIONS	07/15/2006	11/13/2009
43119-J 302	BASIC FIRST AID	07/15/2006	11/13/2009
43119-J 303	BASIC FIREFIGHTING	07/15/2006	11/13/2009
43119-J 304	FIRE WATCH STANDER	07/15/2006	11/13/2009
43119-J 305	BASIC CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE	07/15/2006	11/13/2009
43119-J 306	BASIC DAMAGE CONTROL (DC)	07/15/2006	11/13/2009

Periodically (Reenlistments, Retirements, Separations, etc.), your Training Summary is printed as form NAVPERS 1070/881 (which, along with NAVPERS 1070/880, replaces the old Page 4) and submitted to OMPF. (Print your own copy, using the "Qualification History" button at bottom of page.)

Action: Verify "Honors and Awards"


Performance
SSN:
Name:
Rank/Rate:
Current DSC: 100
View Performance
Court Memorandum
Record of Unauthorized Al
Honors and Awards
ESR Home
Honors and Awards
SSN:
Name:
Rank/Rate:
Current DSC: 100
Customize | Find | View All | First 1-5 of 5 Last
Description | Grantor | Eligibility/ Start Date | Issue Date | Award Nbr | Verify Date
Navy/MC Achievement Medal | OTHER | 01/11/2000 | 07/10/2000 | 1 | 12/15/2009
Navy/MC Achievement Medal | OTHER | 10/07/2001 | 12/10/2001 | 2 | 12/15/2009
Navy/MC Achievement Medal | OTHER | 03/28/2003 | 02/01/2006 | 3 | 12/15/2009
GW-Terrorism Expeditionary | TR | 10/27/2008 | 03/27/2009 | | 10/14/2010
Good Conduct Medal Active | | 07/16/2005 | | | Not Verified

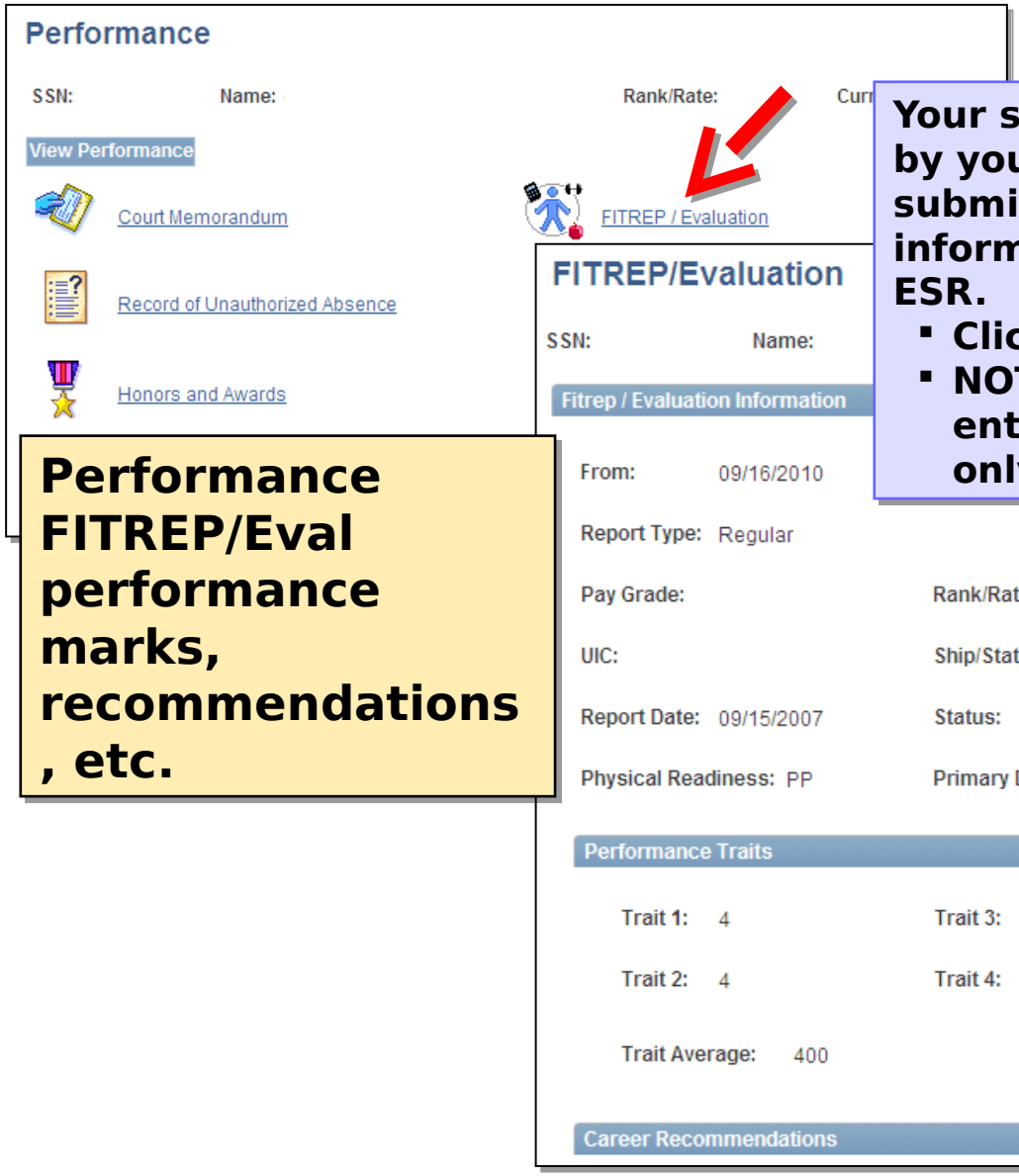
IMPORTANT

If data entries are "Not Verified", request your Personnel Office, CPC or PSD to investigate. (You may be required to provide documentation to support Verification approval.)

Information "Not Verified" will NOT print on NAVPERS forms.

Periodically, your Ho (which, along with N OMPF. (Print your ow

Action: Verify Performance data



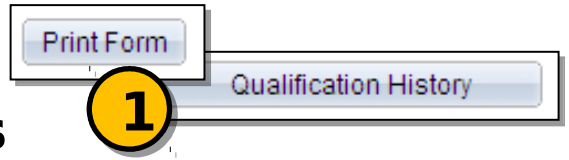
Performance FITREP/Eval performance marks, recommendations, etc.

Your signed FITREP/Eval is mailed to NPC by your command. Once verified, it is submitted to OMPF. Additionally, information is extracted and sent to your ESR.

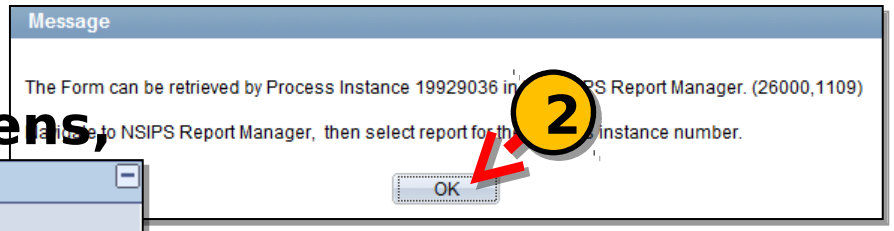
- **Click View All to review past reports.**
- **NOTE: Narrative comments are not entered into ESR and can be viewed only in your OMPF.**

How to print documents from ESR

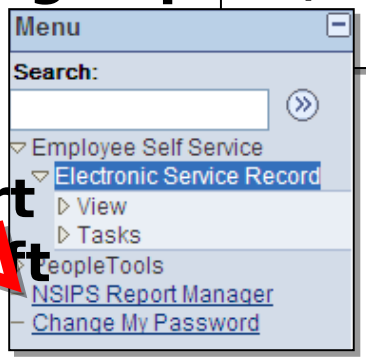
1. At the bottom of ESR pages, look for and click on buttons provided.



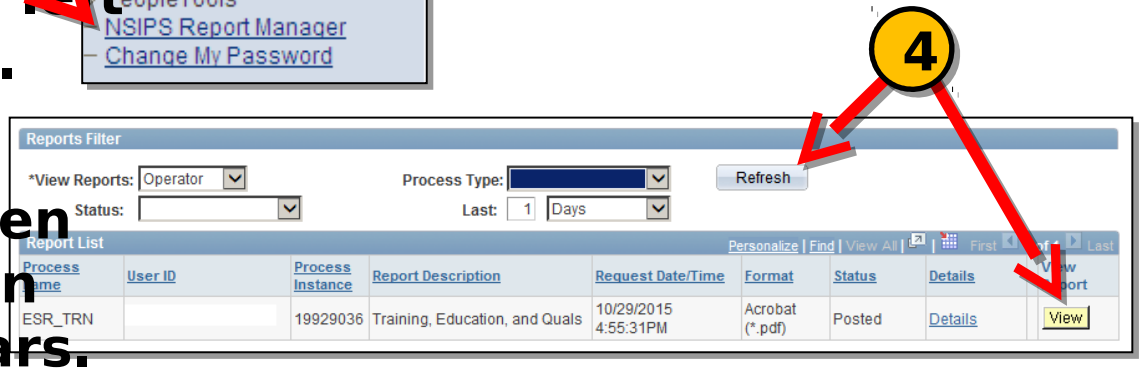
2. When pop-up message opens, click “OK”.


Message
The Form can be retrieved by Process Instance 19929036 in
PS Report Manager. (26000,1109)
to NSIPS Report Manager, then select report for th
instance number.
OK
2

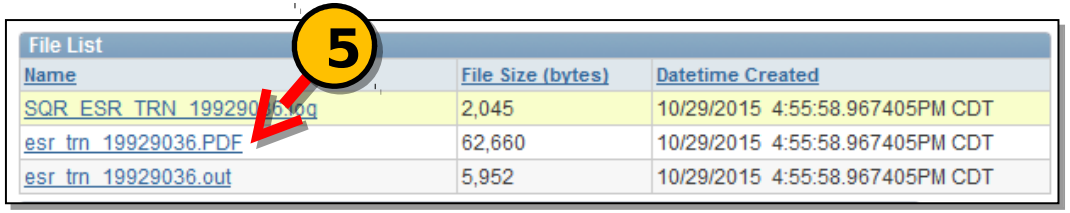
3. Go to “NSIPS Report Manager” on the left navigation menu.



4. Click “Refresh” several times, then click “View” when the button appears.



5. Locate the PDF file and click to view and print



Action: Review ESR routinely

- **Every six months review your ESR and verify that it contains accurate and current information.**
- **If you discover errors or missing information, contact your command Personnel Office, CPC or servicing PSD.**

IMPORTANT

- **Actions taken to update your ESR will not automatically update other personnel systems, such as Navy Awards or your OMPF.**
- **<u>You may be required to update each personnel system individually</u>.**

Caution and a Warning: You must Safeguard Personal and Private Information

Your records contain Personally Identifiable Information (PII).

- PII is any information that can be used to distinguish or trace your identity.
- Examples of PII include, but are not limited to:
  - Name
  - Social Security Number (SSN)

    NOTE: Full and partial SSNs associated with a name are especially sensitive and commonly found on many of your service record documents.
  - Date of birth, home address, home phone number, personal email address
  - Family data
  - Religion, Race, National Origin
  - Fingerprints, Photographs
  - Performance Rating
  - Security Clearance
  -
  -

IMPORTANT

Take special care to safeguard sensitive personal elements and all medical and financial information from persons without a need to know.

Action: Protect your PII

Protect PII using the following best practices:

- Share PII only with those who have a need to know.
- Store PII in a locked container, in a locked space, or on an encrypted hard drive.
- When sending an email containing PII or attachments with PII, you must Encrypt and digitally Sign the email.

- Destroy any document or electronic file containing PII if you don't need it. Keep only what is absolutely required.

IMPORTANT

- **Personnel documents contain personal and private information that can be misused for a variety of purposes, including identity theft.**
- **You must retain service record documents in a safe,**

Summary

- **Your Navy service record is maintained in two systems:**
  - OMPF contains official documents
  - ESR contains personnel data
- **You should review OMPF and ESR routinely and take necessary action to update missing or inaccurate information.**
  - Actions taken to update OMPF and ESR will not automatically update other personnel systems. Each system must be updated individually.
  - Sources of support are your Personnel Office, CPC or servicing PSD.
  - The Navy Personnel Command (NPC) website provides helpful information (http://www.public.navy.mil/bupers-npc/Pages/default.aspx)
- **You mus**
  storing in a safe, secure space

This is a product of the OPNAV N1 Fleet Introduction Team with support from BUPERS-803 and PERS-313.
Please address comments and feedback to elizabeth.mcgrath@navy.mil.